NATURAL NEWS

The Field Museum
Exploring
The Earth And Its
People

January 6, 1995

PRESIDENT'S ANNUAL STAFF TALK

January 19, 1995 at 9:00 a.m.
James Simpson Theatre

Come one, come all! Refreshments will be served after the talk.

♦♦♦♦♦♦♦

FINANCE OPEN HOUSE

Friday, January 13 at 9:00 a.m.
Accounting Department

The Finance Group cordially invites all staff, volunteers and interns to attend an Open House on Friday January 13, 1995 at 9:00 a.m. The Open House will be held in the Accounting Department.

The Museum's Finance Group consists of the Accounting, Budget and Purchasing Departments. Each department has a manager, each reporting to the Vice President, Finance and Administration. Also reporting to the Vice President is the Director of Financial Operations. The Director of Financial Operations supervises the development and implementation of policies and procedures to ensure the smooth functioning of the Finance Group, and coordinates the activities of the three departments which make up Finance.

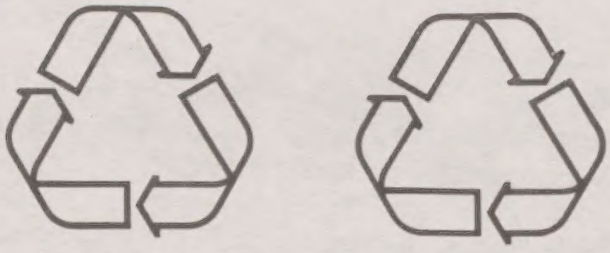
Please stop by to meet the staff of these three departments. We would like to share with you how this area is involved in budget planning, purchasing and recording financial transactions for the Museum.

Please consult with your supervisor about attending and remember to bring your Open House passport.

Finance staff are listed on the following page.

FINANCE STAFF

Jim Croft	Vice President Finance & Administration
Pat Phillips	Finance & Administration
Lucy Bukowski	Director of Financial Operations
Tom Geary	Purchasing Manager
Judy Burns	Budget Department
Nadine Kendra	Budget Department
Lisa Wodis	Budget Department
Lorraine Petkus	Purchasing Department
Darlene Brox	Accounting Department
Jocelyne McGlorthan	Accounting Department
Usha Gupta	Accounting Department
Joe Halik	Accounting Department
Maria Kittrell	Accounting Department
Eve Kurek	Accounting Department
Eva Lobrin	Accounting Department
Susan Lobrin	Accounting Department
Noel Selewa	Accounting Department



RECYCLING NOTE: OLD PHONE BOOKS

Don't throw out those old phone books... they're recyclable!

Old phone directories are being recycled at various locations in Chicago from January 2 - February 12, 1995. For a list of locations, please see your new phone directory. In addition, the Recycling Committee will be recycling the museum's old phone books at the end of January. Please drop off your old books at the collection point against the wall across from the mail room. Thanks!

REMINDER!!

CHARGE-BACK RATES FOR SPECIAL SERVICES

Introduction

Special programming, special events, and meetings are an everyday part of life at The Field Museum. Each event usually requires special services from one or more of the Public Services departments. The large number of events that require special services and the lack of advance notification have caused a hardship for the Public Services departments' staff and budgets. Therefore, it is necessary for Public Services to explore other avenues (e.g., outside companies) to assist with events when too many events are scheduled at the same time or insufficient notification is received.

The overall purpose of having alternatives is to offer more effective service to the internal staff hosting the after-hours event while maintaining the quality of service provided to the visitors during regular business hours. Service costs for in-house and outside personnel will be charged back to the requesting department.

Charges

The following are the circumstances when Public Services will charge-back for services rendered to a department:

- All Special Events parties
- Any department conducting after-hours events
- Assignment of additional Public Services personnel for any function (during regular hours or after-hours). This will ensure that staff is available to perform their regular functions.

Some issues that will be considered when determining the internal and external rate will be the amount of notification received, i.e., seven days before the event, or the number of events scheduled for a particular time period. If sufficient notification is received and staff is available, an internal rate will be used. If less than seven days notification is received or staff is not available, an external rate will be used. There may be times when charges will be a combination of internal and external rates depending on the availability of in-house staff. Whenever possible we will utilize external services for events involving outside clients. Therefore, the higher cost will be incurred by the client.

Public Services' goal is to keep costs for Museum events as low as possible. Whenever

possible, they will limit the use of outside companies to events where the costs can be passed on to an outside source. Departments can also help control their costs by scheduling events as far ahead as possible.

Public Services will be responsible for the following:

- determine if the internal or external rate will be used

- responsible for contacting an outside service company

- responsible for managing the outside service company or internal staff during the event

If planning an event for the first time, please contact the following departments for assistance in answering any questions regarding services and staff needs:

Special Events	-	Carol Konieczny (ext. 218)
Housekeeping	-	Jim Simms (ext. 499)
Visitor Services	-	Raymond Bondoc (ext. 377)
Audio-Visual	-	Ron Hall (ext. 417)
Security	-	Mark Torbeck (ext. 856)

January 1995
Museum Wide Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Happy New Year	2 Staff Holiday	3	4	5	6 11:00am-2:00pm Museum Insurance, Picnic in the Field	7
8	9	10	11 6:00-10:00pm SE Graduate Student Reception, Rice	12 5:00-10:00pm Mem Preview Strength & Diversity 5:00-10:00pm Members lectures, LH1 & JST	13 Strength & Diversity Exhibit Opens 8:45pm-9:00am ED Overnight	14 6:00-10:00pm SE Amoco, SFH/ Balcony 300 9:00-3:00pm ED Strentht & Diversity Training, LH2
15	16 Staff Holiday, Martin Luther King B-Day 5:00-9:00pm SE Regal Ware, SFH 300 7:00-10:00pm SE Chgo Orn. Soc., LH2	17	18	19 9:00-11:00am Boyd Staff Speech, JST	20 6:00-10:00pm SE MCI, Balcony 50	21 9:00-3:00pm ED Strentht & Diversity Training, LH2
22	23	24	25	26	27 9:00am-3:00pm Chgo Bd of Educ, JST	28 5:45pm-9:00am ED Overnight
29 Superbowl	30 6:00-9:00pm SE Trane, SFH 600	31				

1/4/1995

"BOOK-ABLE" SPACES IN FIELD MUSEUM
1/6/95

Space	Loc	Max	Use	Schedule by	Contact	Ext.	
Classroom 1	GF	50	I P	Education	Bob Cantu	353	
Classroom 2	GF	40	I P	Education	Bob Cantu	353	
Classroom 3	GF	30	I P	Education	Bob Cantu	353	
Classroom 4	2nd	40	I P	Education	Bob Cantu	353	
Conf. Room 1	GF	20	I	Spec. Events	Secretary	864	
Dining Room A	GF	16	I	Spec. Events	Secretary	864	
Dining Room B	GF	4	I S	Spec. Events	Secretary	864	
Dining Room C	GF	6	I S	Spec. Events	Secretary	864	
Dining Room C/D	GF	20	I S	Spec. Events	Secretary	864	
Dining Room D	GF	12	I S	Spec. Events	Secretary	864	
Dining Room E	GF	75	I P S	Spec. Events	Secretary	864	
D&P Conf. Room	4th	10	I	D & P	Jessica Newman	329	
Educ. Conf. Room	GF	14	I S	Education	Clara Aytch-Baker	247	
Founder's Room	1st	100	I S	Tours	Dorothy Roder	862	Restricted use
Montgomery Ward H.	GF	150	I P S	Education	Bob Cantu	353	
Lecture Hall II	GF	75	I P S	Education	Bob Cantu	353	
Picnic East (Sch)	GF	320	P S	Education	Bob Cantu	353	
Picnic West (Pub)	GF	125	P S	Education	Bob Cantu	353	
Rice Center	1st		P S	Spec. Events	Secretary	864	
Simpson Theatre	GF	1000	I P S	Education	Bob Cantu	353	
Zoology Clrm.	3rd	50	I	Zoology	Norann Miller	255	
Webber Resource	1st	35	P S	Education	Bob Cantu	353	
Maori Meeting House	2nd	35	P S	Education	Bob Cantu	353	
Pawnee Earth Lodge	1st	35	P S	Education	Bob Cantu	353	
Place for Wonder	1st	35	P S	Education	Bob Cantu	353	
Stanley Field Hall	1st	35	I P S	Spec. Events	Secretary	864	
EXHIBIT HALL: Permanent Exhibits			P S	Public Serv.	Gene Dillenburg	636	
EXHIBIT HALLS: Special Exhibits			P S	Prog. Dev.	Carrie Hageman	488	

I = Internal (meetings, etc.)
P = Public (Programs, Classes, etc.)
S = Special Events

YOUR 1995 HEALTH CARE BENEFITS

Open Enrollment is here! This is the time, once again, to consider what medical and dental coverage you want for your 1995 plan year -- the 12 months beginning February 1, 1995 and ending January 31, 1996.

We are pleased to announce that are no increases in 1995 in the amount you pay per paycheck for medical, dental or life insurance.

Open enrollment packets were distributed during the week to eligible staff. The packets included:

- **1995 Open Enrollment Form** -- This form MUST be completed and returned to the Personnel Office by Friday, January 13, 1995 -- even if you are not making any changes to existing coverage.

- **1995 Open Enrollment Guide** -- A printed summary of your 1995 health care choices including plan reminders and prescription drug updates.

- **Comparison of Medical Benefits** -- A reference guide outlining the benefit levels for both the HMO and PPO medical plans.

Please review all Open Enrollment materials to be sure that you understand your choices.

If you are changing plans or adding/dropping dependents, you will need to complete a separate insurance change form. Change forms are available in the Personnel Office.

Field Museum is pleased to continue to provide you with quality health care at affordable rates. The Personnel Office has worked hard in planning for the 1995 benefit plan year resulting in no increases to the 1995 insurances. Our benefits program provides you and your family with a full range of financial protection and security -- above and beyond your regular earnings. These benefits represent a substantial addition to your earnings and together with your earnings represent your total compensation.

Call **Jennifer** (X526) if you have any questions.

REVELATIONS UPON REVELATIONS!

Do you want to know how to plan an event that will come off without a hitch, leave your audience gasping with admiration for The Field Museum's smoothly functioning staff? Well, if we don't get quite there, we can get pretty d___ close! Come to **Richard Koontz's** next "Space Meeting"

January 12 in Lecture Hall II -- Come at 10:00 a.m. *OR* 2:00 p.m.

CENTER FOR EVOLUTIONARY AND ENVIRONMENTAL BIOLOGY

NATURE CONSERVANCY STEWARDS LEARN ABOUT FUNGI

Greg Mueller (Botany) presented an invited lecture as part of the Annual Stewards' Conference sponsored by The Nature Conservancy at Northeastern Illinois University on Saturday, December 10. Stewards are the volunteers who manage and monitor many of the nature preserves and other protected areas in the Chicago region. Greg spoke on the need to include fungi in biodiversity assessments and the challenges involved with such studies.

FIELD MUSEUM CURATOR HONORED

The latest issue of *Ameghiniana* (1994, vol. 31[2], pages 99-113), the journal of the Argentine Paleontological Society, includes an article by Osvaldo Reig, naming a new species of South American water mouse. The mouse, from the lower Pleistocene of Buenos Aires Province, Argentina, was named *Scapteromys hershkovitzi*. In Reig's own words (page 107), "The species is named for **Philip Hershkovitz**, as an homage to his remarkable contributions to the better knowledge of South American mammals." Hershkovitz had revised living members of this group, the scapteromyine rodents, in 1966. Another mouse named for our intrepid Curator Emeritus of Mammals, *Akodon hershkovitzi*, is still extant, living on islands south of the Magellanic Straits. That species was named in his honor by **Bruce Patterson** (Zoology) and colleagues in 1984.

CENTER FOR CULTURAL UNDERSTANDING AND CHANGE

CURATOR ATTENDS REBURIAL CEREMONY

Charles Stanish, Associate Curator in Anthropology, recently attended the reburial of human remains at the Dunning Cemetery in Norridge, Illinois. Stanish is a founding board member of the American Association for the Ethical Treatment of Burials, an ad hoc religious and scientific committee formed to oppose the improper treatment of indigent 19th century burials on the far northwest side. Through the efforts of this committee, the State has agreed to leave intact the five acre site and to build a memorial to the indigent people buried in the cemetery.

The *Natural News* is edited by **Richard Koontz** and **Carolyn Klyce** in the President's Office. The deadline for all submissions is Tuesday at noon. Printed on recycled paper.